



Michigan Aeronautics Commission Meeting Agenda

January 26, 2023 – 10:00 a.m.

Air Zoo Flight Innovation Center

6151 Portage Road, Portage, MI 49002

[Microsoft Teams Meeting](#)/Conference Call

Dial 1-248-509-0316; Meeting ID 22404328162; Passcode URSpM9

I. OPENING REMARKS, ROLL CALL, and PLEDGE OF ALLEGIANCE

II. COMMISSION BUSINESS

A. Minutes of the November 16, 2022, Meeting

B. Request for Approval and Transfer of Appropriated Funds

Air Service Program Grants

(Aircraft Rescue and Firefighting Training)

1. Willow Run Airport (YIP), Detroit
2. Bishop International Airport (FNT), Flint
3. Gerald R. Ford International Airport (GRR), Grand Rapids
4. Houghton County Memorial Airport (CMX), Hancock
5. Ford Airport (IMT), Iron Mountain
6. Gogebic – Iron County Airport (IWD), Ironwood
7. Kalamazoo/Battle Creek International Airport (AZO), Kalamazoo
8. Capital Region International Airport (LAN), Lansing
9. Manistee County – Blacker Airport (MBL), Manistee
10. Muskegon County Airport (MKG), Muskegon
11. Pellston Regional Airport (PLN), Pellston
12. Oakland County International Airport (PTK), Pontiac
13. MBS International Airport (MBS), Saginaw
14. Chippewa County International Airport (CIU), Sault Ste. Marie
15. Cherry Capital Airport (TVC), Traverse City

Airport Sponsor Contracts

1. Battle Creek Executive Airport at Kellogg Field (BTL), Battle Creek
2. Beaver Island Airport (SJX), Beaver Island
3. Greenville Municipal Airport (6D6), Greenville
4. Jackson County – Reynolds Field (JXN), Jackson

Non-Traditional Grant Contracts

5. Detroit Metropolitan Wayne County Airport (DTW), Detroit – Environmental Mitigation Pilot Program
6. Detroit Metropolitan Wayne County Airport (DTW), Detroit – Voluntary Airport Low Emissions Program
7. Gerald R. Ford International Airport (GRR), Grand Rapids – Environmental Mitigation Pilot Program

Supplemental Transfers – No Action Required

1. Charlevoix Municipal Airport (CVX), Charlevoix

C. 2023 Michigan Association of Airport Executives (MAAE) Contract Approval

III. MAC DIRECTOR’S REPORT

IV. PRESENTATION

Kalamazoo/Battle Creek International Airport – Craig Williams

V. COMMISSIONER COMMENTS

VI. PUBLIC COMMENTS

VII. CLOSING

MICHIGAN AERONAUTICS COMMISSION

DRAFT Minutes of Meeting

Lansing, Michigan

November 16, 2022

Pursuant to Section 31 of Act 327 of the Public Acts of 1945, the Commissioners of the Michigan Aeronautics Commission (MAC or Commission) met at the Michigan Department of Transportation (MDOT) Office of Aeronautics, 2700 Port Lansing Road, Lansing, Michigan, on Wednesday, November 16, 2022.

COMMISSION MEMBERS PRESENT

Kelly Burris, Chair
Dr. Brian Smith, Vice Chair
Rick Fiddler, Commissioner
Benjamin Carter, Commissioner
Russ Kavalhuna, Commissioner
Kevin Jacobs, Designee MDNR
Laura Mester, Designee MDOT
F/Lt Greg Setla, Designee MSP
Mike Trout, Director
Bryan Budds, Commission Advisor
Alicia Morrison, Commission Analyst

COMMISSION MEMBERS ABSENT

Brig. Gen. Bryan Teff, Designee MDMVA

I. OPENING REMARKS

The November 16, 2022, MAC meeting was officially called to order by Chair Kelly Burris at 10:02 am.

Chair Burris welcomed all to the meeting. She thanked all in attendance for the meeting and reminded those online to keep microphones muted unless officially speaking. She then asked everyone to join in reciting the Pledge of Allegiance.

Chair Burris asked for a formal roll call. Roll call was taken. It was announced all eight (8) Commissioners were present for a quorum.

II. MOMENT OF SILENCE

Chair Burris asked for, and all attendees observed, a moment of silence to honor those who perished in the recent Dallas Air Show tragedy.

III. COMMISSION BUSINESS

A. Minutes of the September 14, 2022, Meeting

Chair Burris asked if there were any revisions to the minutes of the meeting held on September 14, 2022. There were none. She entertained a motion to approve



the minutes. The motion was moved by Commissioner Russ Kavalhuna and seconded by Vice Chair Brian Smith to approve the minutes as presented. **All voted in favor. Chair Burris announced the motion is carried.**

B. 2023 MAC Meeting Schedule

Chair Burris asked if there were any corrections or changes to the draft schedule, noting her intent is to hold meetings at airports throughout the state, as much as possible, during her tenure. There were no changes or corrections to the schedule noted.

Chair Burris then entertained a motion to approve the proposed schedule, stating the meeting locations would be finalized and presented as confirmed. The motion was moved by Commissioner Rick Fiddler and seconded by Commissioner Russ Kavalhuna to approve the 2023 MAC schedule as presented. **All voted in favor. Chair Burris announced the motion is carried.**

C. Request for Approval and Transfer of Appropriated Funds

Chair Burris called on Laura Wise, who then presented the Airport Sponsor Contracts and Supplemental Transfers.

Airport Sponsor Contracts

1. Custer Airport, Monroe (TTF)
2. Canton-Plymouth-Mettetal Airport, Plymouth (1D2)

Airport Improvement Program Direct Primary Grant

3. Detroit Metropolitan Wayne County Airport, Detroit (DTW)

Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant

4. Chippewa County International Airport, Sault Ste Marie (CIU)

Supplemental Transfers > 15% of Original Transfer

5. Padgham Field, Allegan (35D)
6. DuPont-Lapeer Airport, Lapeer (D95)

Supplemental Transfers – No Action Required

1. Hillman Airport, Hillman (Y95)
2. Romeo State Airport, Romeo (D98)
3. Romeo State Airport, Romeo (D98)

Coronavirus Aid Relief and Economic Security (CARES) Act Development Grant – No Action Required

1. Kalamazoo/Battle Creek International Airport, Kalamazoo (AZO)

Chair Burris asked for a motion to approve the transfers as presented. The motion was moved by Commissioner Ben Carter and seconded by Vice Chair Brian Smith to approve the transfers as presented. **All voted in favor. Chair Burris announced the motion is carried.**



A complete list of contract descriptions can be viewed at www.michigan.gov/aero under the Commission tab.

D. Airport Loan Program

Chair Burris called on Laura Wise, who then presented the Airport Loan Program request.

1. Owosso Community Airport, Owosso (RNP)

Chair Burris asked for a motion to approve the loan request as presented. The motion was moved by Commissioner Ben Carter and seconded by Vice Chair Brian Smith to approve the transfers as presented. **All voted in favor. Chair Burris announced the motion is carried.**

E. 2023 Weather Systems Contract Approval

Chair Burris called on Mike Soper, who then presented the 2023 Weather Systems Contracts.

Automated Weather Observation Systems (AWOS)

1. Grosse Ile Municipal Airport, Grosse Ile (ONZ) – Expires 1/1/2023
2. Livingston County, Spencer J Hardy Airport, Howell (OZW) – Expires 1/7/2023
3. Gratiot Community Airport, Alma (AMN) – Expires 2/12/2023
4. Dupont-Lapeer Airport, Lapeer (D95) – Expires 2/22/2023
5. Wexford County Airport, Cadillac (CAD) – Expires 3/12/2023
6. Jack Barstow Airport, Midland (IKW) – Expires 3/20/2023
7. Antrim County Airport, Bellaire (ACB) – Expires 3/21/2023
8. Roben Hood Airport, Big Rapids (RQB) – Expires 5/13/2023
9. Charlevoix Municipal Airport, Charlevoix (CVX) – Expires 5/13/2023
10. Mason Jewett Field, Mason (TEW) – Expires 6/3/2023
11. Mt. Pleasant Municipal Airport, Mt. Pleasant (MOP) – Expires 6/5/2023
12. Luce County Airport, Newberry (ERY) – Expires 6/27/2023
13. Schoolcraft County Airport, Manistique (ISQ) – Expires 7/2/2023
14. Hillsdale Municipal Airport, Hillsdale (JYM) – Expires 7/2/2023
15. Monroe Custer Field, Monroe (TTF) – Expires 7/16/2023
16. Kirsch Municipal Airport, Sturgis (IRS) – Expires 8/29/2023
17. Dow Memorial Airport, Frankfort (FKS) – Expires 9/17/2023
18. West Branch Community, West Branch (Y31) – Expires 10/1/2023
19. Branch County Memorial Airport, Coldwater (OEB) – Expires 11/13/2023
20. Owosso Community Airport, Owosso (RNP) – Expires 12/2/2023
21. H. W. Browne Airport, Saginaw (HYX) – Expires 12/2/2023



Weather Briefing Systems (WBS)

1. Delta County Airport, Escanaba (ESC) – Expires 5/6/2023
2. Chippewa County International Airport, Sault Ste. Marie (CIU) – Expires 5/6/2023
3. Gaylord Regional Airport, Gaylord (GLR) – Expires 5/14/2023
4. Houghton County Memorial Airport, Hancock (CMX) – Expires 5/21/2023
5. Pellston Regional Airport of Emmet County, Pellston (PLN) – Expires 6/12/2023
6. Ann Arbor Municipal Airport, Ann Arbor (ARB)– Expires 6/24/2023
7. West Michigan Regional Airport, Holland (BIV) – Expires 6/24/2023

Chair Burris asked if there were any questions or comments on the weather contracts. Commissioner Jacobs asked how many total AWOS sites there are and why so many contracts were up for renewal this year. Mike Soper responded there are 41 total, and the contracts are just a matter of timing. Commissioner Carter asked if this was a 50/50 cost share with the local communities and what the total dollar amount is for approval of the contracts. Mike Soper responded yes, it is a 50/50 cost share, and the cost is approximately \$2,000 per year per site. Commissioner Laura Mester asked how the newly appropriated \$3.9M would affect these contract amounts or approvals. Mike Soper responded, it would not, that appropriation and its use are separate. Commissioner Mester then asked if the \$3.9M would be enough for the entire system upgrade, Mike Soper responded that remained to be seen.

Chair Burris entertained a motion to approve the contracts. The motion was moved by Commissioner Kevin Jacobs and seconded by Commissioner Rick Fiddler to approve the contract as presented. **All voted in favor. Chair Burris announced the motion is carried.**

F. Establishment of Michigan Aviation Career Pipeline Committee

Chair Burris introduced the Michigan Aviation Career Pipeline (MACP) Committee. She stated this Committee's purpose is to promote diverse, equitable and inclusive aviation career opportunities through active outreach and engagement to support/ensure/impact the future success and growth of the aviation industry in Michigan. She continued by stating the make-up of the committee would include members of the Commission, the Office of Aeronautics, Michigan airport communities and Michigan educators. Chair Burris concluded by saying the intent is for the committee to travel across the state to broadly connect aviation communities with the MAC and each other to increase career resources, especially for underrepresented peoples. Metrics from the MACP and its impact will be shared at each future MAC meeting. No action was needed or taken for this agenda item.



IV. PRESENTATION

Chair Burris called on Kelly Jost, Managing Aviation Engineer, C&S Companies, to present on the Women in Aviation Advisory Board (WIAAB) report, [*Breaking Barriers for Women in Aviation: Flight Plan for the Future*](#).

Kelly Jost began by explaining how the WIAAB was formed and its make-up of 30 women aviation professionals holding a variety of positions. She stated the Board's vision statement was to "...leave to future generations an industry that has attracted and retained the best possible talent. The result will be an industry on the leading edge of safety, innovation, and profitability. Purposeful attention to workplace culture, recruitment, retention, and advancement of women will improve access to all those seeking opportunity for satisfying careers."

Kelly went on to highlight sections of the report including compounding barriers that are encountered at all age groups and the framework to finding accelerated success at those same ages. She stated the Board focused on five main areas: culture, recruitment, retention, advancement, and data. She noted the lack of data and how important knowing where we are is in relation to where we need to go, highlighting the lack of movement over the last 60 years for women in aviation careers. She discussed factors that deter women from, or cause them to leave careers in aviation, remarking harassment and discrimination as the prime cause.

Kelly concluded her presentation by inviting all to read the entire report and thanked the Commission and Chair Burris for recognizing the importance of recruitment and retention of women and minorities by standing up the Michigan Aviation Career Pipeline.

Chair Burris asked if the flat curves for employment in the aviation industry for women/minorities was also representative of other industries and how other industry curves compare. Kelly Jost responded she did not know, and this was a good example of the data gaps that need to be addressed. Chair Burris then discussed how important it is to have representation and visibility for women/minorities in roles that have not been traditionally filled by this demographic. She also cautioned to not assume someone holds a certain position based on their looks. Commissioner Mester offered a suggestion for the MACP to reach out to other state agencies, Michigan Department of Labor and Economic Opportunity and/or Department of Education, for additional connections and resources. Chair Burris, Commissioner Mester, and Kelly Jost all concurred how important these initiatives are and shared personal experiences on being women in the transportation industry. Vice Chair Brian Smith commented it was time to get to work and was appreciative of the MACP initiative. Chair Burris also spotlighted the work of Tuskegee Airman and Midland Airport Manager, Sarah Pagano, for their outreach efforts.

V. DIRECTORS REPORT

A. **MAC Director's Report**

Chair Burris called on Director Trout who presented his Director's Report.

Director Trout began by discussing various equity, diversity and inclusion initiatives including the introduction of Terri Slaughter, Chief Culture Equity and Inclusion Officer who will be joining a future meeting in person; noting the American Association of State Highway Transportation Officials (AASHTO) President Transportation Awards given to MDOT; and highlighting the Federal Aviation Administration (FAA) Airport Disadvantaged Business Enterprise Program.

Director Trout next updated on the fiscal year (FY) 2022 aviation fuel gallons. He stated there were 274,647,164 gallons pumped and 184,038,301 gallons refunded for the year. He also highlighted the operating revenue (\$14,618,986.30) and expenditures (\$10,140,055.32) for this same period.

Director Trout highlighted the MDOT Five Year Transportation Program (5YTP) as adopted by the State Transportation Commission on November 10, 2022. A link to the 5YTP can be found here: <https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Programs/Planning/Five-Year-Transportation-Program/2023-2027-Draft-5YTP.pdf?rev=7e2758b88fb943b3baabc06635d5ba4f&hash=7CA6981E3C0B08B8418CB43D3AC27EA1>

Director Trout gave a state legislative update. HB6361 would make changes to the Aeronautics Code (Representative Yaroch), HB6123 would update federal statute regarding airport sterile areas (Representative Damoose), HB6172/SB1071 would earmark an amount equal to collections of 4% sales tax for the State Aeronautics Fund (Representative VanSingel/Senator Schmidt), and HB4915-4917 would require an agreement with the airport for shared vehicle operations on the airport. None are expected to move during the lame duck session.

Director Trout updated the Commission on uncrewed aerial system (UAS) initiatives. The UAS Task Force met on October 19; the UAS Corridor Feasibility Study is wrapping up and the Executive Summary/Final Report should be released in January 2023. He highlighted two current research projects on electric charging stations and communications mesh, also noting MDOT Aero has submitted a SMART grant application to secure funding for future UAS activities. He concluded by sharing local news articles from Traverse City and Holt on UAS initiatives and programs showcasing how advanced air mobility is becoming more common.

Several awards and recognitions were noted by Director Trout including Commissioner Russ Kavalhuna presenting Senator Jim Stamos with the MAC



Award of Excellence awarded to him in September. He also noted that Aero Deputy Director, Bryan Budds, was nominated for the AASHTO Transportation Vanguard Award for his PFAS work, and Director Trout was named Regional Director of the National Association of State Aviation Officials (NASAO) Great Lakes Region for 2022-2023. He then presented a Simply Super Service award to MDOT Aero staff Steve Houtteman, Laura Wise, and Barb Diou-Roig for their work on PFAS grants to Michigan airports. Congratulations!

Director Trout and his staff made outings to Sault Ste Marie to attend the terminal grand opening on October 20 and to Detroit for Mayor Duggan's ceremony at Coleman A. Young Memorial airport. Look for additional outreach by the MAC and Aero staff in the future as we are now post-pandemic and have less travel restrictions.

Director Trout welcomed new Aero staff Paul Nicastri, Engineer/Project Manager; Karin Palmer, Administrative Assistant; Stan Reinke, Environmental Specialist; and Ryan Panlener, Veteran Intern Office Assistant. Aero has two current openings for an Inspector/Aviation Specialist and Aviation Services Section Manager. Aero and all other open state jobs can be found at this link: [SOM - State of Michigan Employment](#).

Director Trout concluded his report by thanking all the veterans on the Commission, at Aero, and attending the meeting today. This thanks was echoed by Chair Burris - your service and sacrifice is appreciated by all.

VI. COMMISSIONER COMMENTS

Chair Burris asked if any Commissioners would like to make a comment.

Commissioner Russ Kavalhuna expressed his thanks to MDOT Aero staff for a job well done, noting all the work quietly completed in the background and how well the Commission is served by this. Commissioner Kavalhuna continued by welcoming and congratulating Chair Burris on her appointment to Chair and offering his support. Commissioner Kavalhuna concluded his comments by celebrating the new MACP Committee and suggesting partnerships with community colleges and Michigan employer associations, again offering his support.

Vice Chair Brian Smith commented how important women and minorities are to the workforce and applauded the MACP Committee. He then suggested involvement with local colleges and universities.

Commissioner Ben Carter also noted his appreciation for MDOT Aero staff and the good work being done. He concluded with his support of the MACP Committee.

VII. PUBLIC COMMENTS

Chair Burris asked if anyone would like to make a public comment. Catherine Fiore, Airport Director, St. Clair County International Airport, Port Huron, stated she would like to make a public comment regarding Bipartisan Infrastructure Law (BIL) funding. She stated her concerns were for NPIAS General Aviation airports and their inability to actually use awarded BIL funding and requesting help in getting action and answers from the FAA. Chair Burris responded that Aero staff would be happy to meet with her to discuss the concerns further and how the Commission and Aero can help. Chair Burris thanked her for her comments.

VIII. CLOSING

The next MAC meeting is scheduled for 10:00am on Thursday, January 26, 2023, as a joint meeting with the State Transportation Commission, at the MDOT Office of Aeronautics, 2700 Port Lansing Road, Lansing, Michigan.

Chair Burris thanked the Commissioners, Office of Aeronautics staff, and the public for their participation today, reminding everyone that information presented today could be found at www.michigan.gov/aero or by calling 517-335-9568.

The meeting was adjourned at 11:18 a.m.

Kelly Burris, Chair

Michael G. Trout, Director



2023 Air Service Program - ARFF Training

Associated City	ID	ARFF Training			Funding Rate
		State Funds	Local Funds	Total	
Detroit-Willow Run	YIP	\$2,000	\$223	\$2,223	90/10
Flint	FNT	\$2,000	\$2,000	\$4,000	50/50
Grand Rapids	GRR	\$2,000	\$2,000	\$4,000	50/50
Hancock	CMX	\$2,000	\$223	\$2,223	90/10
Iron Mountain	IMT	\$2,000	\$223	\$2,223	90/10
Ironwood	IWD	\$2,000	\$223	\$2,223	90/10
Kalamazoo	AZO	\$2,000	\$2,000	\$4,000	50/50
Lansing	LAN	\$2,000	\$2,000	\$4,000	50/50
Manistee	MBL	\$2,000	\$223	\$2,223	90/10
Muskegon	MKG	\$2,000	\$223	\$2,223	90/10
Pellston	PLN	\$2,000	\$223	\$2,223	90/10
Pontiac	PTK	\$2,000	\$2,000	\$4,000	50/50
Saginaw	MBS	\$2,000	\$2,000	\$4,000	50/50
Sault Ste. Marie	CIU	\$2,000	\$223	\$2,223	90/10
Traverse City	TVC	\$2,000	\$2,000	\$4,000	50/50

Totals

\$30,000

\$15,784

\$45,784

Total State Funds Available in FY 2023 Air Service Program

50,000

MICHIGAN AERONAUTICS COMMISSION
January 26, 2023
REQUEST FOR APPROVAL AND TRANSFER OF APPROPRIATED
FUNDS UNDER THE AIRPORT DEVELOPMENT PROGRAM

Airport	Concept #	Project Description	Federal	State	Local	Total
Battle Creek Battle Creek Executive	214031	Conduct/Update MP study-ALP & narrative report-N/A	\$587,000	\$32,611	\$33,715	\$653,326
Beaver Island Beaver Island	209366	Rehabilitate Runway-9/27 + Lighting, Twy, & Apron (PE & 30% plans)-Design	\$172,720			\$172,720
Detroit Detroit Metropolitan Wayne County	218423	Environmental Mitigation-Environmental Pilot Program-Precision Deicing -Construction	\$1,946,000		\$1,946,000	\$3,892,000
Detroit Detroit Metropolitan Wayne County	218424	Acquire Misc Equipment-Replace Pre-conditioned Air and Ground Power Units-Construction	\$5,405,409		\$2,852,268	\$8,257,677
Grand Rapids Gerald R. Ford Intl	218425	Environmental Mitigation-Environmental Mitigation-Water Quality Improvement-Construction	\$604,201		\$604,201	\$1,208,402
Greenville Greenville Muni	209609	Conduct/Update MP study-ALP & Narrative Report-N/A	\$223,964	\$7,268	\$7,268	\$238,500
Jackson Jackson Cnty - Reynolds Fld	125059	Obstruction Marking/Lighting/Removal (Non-Hazard)-Rwy 25 (Parcels 112 - 116)-Construction	\$103,923	\$5,773	\$5,774	\$115,470
Grand Total:			\$9,043,217	\$45,652	\$5,449,226	\$14,538,095



OFFICE MEMORANDUM

DATE: January 9, 2023

TO: Kelly Burris, Chair
Michigan Aeronautics Commission

FROM: Mike Trout, Director
Michigan Aeronautics Commission

SUBJECT: Supplemental Transfer
Charlevoix Municipal Airport
Charlevoix, Michigan

Pursuant to Guidance Document 10108 regarding Supplemental Transfers effective January 26, 2001, the following supplemental transfer increases project budget based on final accounting and makes participation adjustments between federal and local (for reimbursement).

The original description is presented as follows:

Construct Fuel Farm – Expand Jet A (20,000 gallons) including card reader

	Federal	State	Local	Total
Increase in Funds	\$ 51,052	\$ 0	\$ (46,341)	\$ 4,711
Original Funds	\$ 720,159	\$ 30,750	\$ 77,091	\$ 828,000
Total Transfer	\$ 771,211	\$ 30,750	\$ 30,750	\$ 832,711

The increase in funds is supplemental to the original transfer approved by the Michigan Aeronautics Commission at its meeting of March 25, 2020 and supplemental transfer memos dated June 17, 2020.

Submitted by: _____
Manager, Airport Development Section

Date

Approved by: _____
Director, Michigan Aeronautics Commission

Date

cc: Alicia Morrison (original)
Betsy Steudle

Sue Payne
Ryan Markowski

DRAFT Fiscal Year 2023 Training Contract
Michigan Department of Transportation Office of Aeronautics
and
Michigan Association of Airport Executives

This contract will provide for a grant to conduct workshops, training programs, seminars, and conferences. These events are intended to support the education and training of airport managers and aviation staff throughout Michigan.

This contract will be drawn up to be effective from the date of award through September 30, 2023, which will include supporting the 2023 winter and fall conference activities.

Funding Breakdown:

Category	MDOT	MAAE	Total
Michigan Aviation Professionals Training Course	\$3,000	\$1,000	\$4,000
Non Part-139 ARFF Training for Community Fire Departments*	\$4,000	\$2,000	\$6,000
Post Secondary School Student Scholarships*	\$6,000	\$4,000	\$10,000
Intern Program	\$5,000	\$5,000	\$10,000
Michigan Airport Conferences	\$10,000	\$10,000	\$20,000
Special Aviation Event Sponsorship	\$2,000	\$1,000	\$3,000
Total	\$30,000	\$23,000	\$53,000

**THIS IS AN ACTION ITEM REQUIRING APPROVAL OF THE
MICHIGAN AERONAUTICS COMMISSION**